APPENDIX I.

Rules for the purchase and supply of stationery and printing stores for Public Service, 1936.

(*Vide* Government Resolution, General Department, No. 8470, dated 21st October 1936.)

The policy of the Government of Bombay is to make their purchases of stationery and printing stores for the public service in such a way as to encourage the development of the industries of the country to the utmost possible extent consistent with economy and efficiency. In pursuance of this policy, the rules prescribed for the purchase and supply of stationery and printing stores are given below :—

N.B.—The term "stationery and printing stores" includes all stationery stores office appliances and printing stores, as set forth in the classification schedule hereto annexed.

1. *Articles manufactured in India from Indian materials.*—All articles which are produced in India in the form of raw material, or are manufactured in India, from materials produced in India should, in preference to articles not manufactured in India or wholly or partly manufactured in India from imported stores, be purchased locally, provided that the quality is sufficiently good for the purpose.

2. *Articles manufactured in India from imported materials.*—Articles wholly or partly manufactured in India from imported materials should also be purchased in India in preference to articles not manufactured in India, provided that the quality is sufficiently good.

Note.—In order to give effect to the policy mentioned in rules 1 and 2 above, the Superintendent, Government Printing and Stationery, may, with the sanction of Government in the General Department allow a limited degree of preference in respect of price to articles produced or manufactured in India, either wholly or in part.

3. *Articles which are not manufactured in India.*—Articles which are not manufactured in India should be obtained by indent upon the India Store Department, London, except in the following case :—

When the articles are already in India at the time of order or are already on their way out and their price and quality are not unfavourable as compared with those of similar articles obtained through the India Stores Department, London, and the cost of the supply does not exceed the limits prescribed in rule 11. When the total value of the articles is trifling, it is generally economical to purchase them locally.

Note.—It should, however, be clearly understood by indenting officers that this rule also is subject to the preference in the matter of price similar to that required to be given under rules 1 and 2 to articles of Indian manufacture.

4. *Tenders for articles.*—Unless either because of the smallness of the order or for some other sufficient reason to be recorded, it is not in the public interest to call for tenders, tenders should be invited for the supply of all articles (including those manufactured by the jail department) which are purchased in India under these rules. It should be a condition on which tenders are invited that the supply should be made in India and no tender which fails to comply with the condition should be accepted. Approved tenders for articles, the cost of which is above the limit laid down in Rule 11, should be submitted to Government for sanction, while tenders for other articles should be sanctioned by the Superintendent, Government Printing and Stationery, Bombay. In the case of jail-made articles, the procedure laid down in Government Resolution, Home Department, No. 4833/3, dated 15th January 1935, should be followed (*vide* Appendix 2).

The Superintendent, Government Printing and Stationery, and heads of departments should accept the tenders of the jail department provided the quality of the jail-made articles is tolerably good for use and provided the rates are reasonable as compared with the market rates. If the Inspector General of Prisons on being informed of the rate quoted by the firms of suppliers is unable to reduce his rates to those so quoted, the matter should be referred to the decision of Government.

5. *Articles should be purchased in India.*—The following articles, whether manufactured or produced in India or not, should be purchased in India provided that they comply with the current specifications and are of a requisite quality :—

(*a*) Those of a perishable nature (including Ferro-Gallic Linen, Ferro-Prussiate paper, typewriter ribbons, stencil paper and carbon paper).

(*b*) Block tin, antimony, and pig lead.

(c) Printing and duplicating inks.

(d) Accessories for typewriters and other office machines.

(e) Cheap articles of common use required in small quantities only.

(f) Such other classes of articles that can be obtained more economically in the local market or that cannot conveniently be purchased through the agency of the India Store Department, London, as may from time to time be prescribed by the Government of Bombay.

6. *Special purchases in India.*—In case of emergency, or when inconvenience to the public service would be caused by waiting to obtain an article from England through the India Store Department, London, or when, owing to the greater promptitude of supply an economy can be effected by purchasing in India, articles, which, under the foregoing rules, should be obtained through that department, the purchases should be made in India, subject to the limits prescribed in rule 11 provided that the articles are in India at the time of order or are already on their way out. In such cases if the value of the articles exceeds Rs. 1,000 the sanction of Government should be obtained.

7. *Inter-departmental purchases.*—Nothing in the rules should be deemed to prohibit the purchase of stationery or printing stores by one department or railway from another.

8. *Method of obtaining articles not purchased in India.*—All articles which under the foregoing rules are not to be bought in India, should ordinarily be obtained by indent on the Director General of Stores, India Office, London, a copy of the indent being sent simultaneously to the Chief Controller of Stores, Indian Stores Department, Simla, New Delhi, for scrutiny. (This procedure has temporarily been modified until the duration of War and Government in their General Department, Resolution No. 4189, dated 12th February 1940, have directed that copies of such indents should until further instructions be forwarded to the Department of Supply, Indents and Priority Branch, Government of India, New Delhi, and not to the Chief Controller of Stores, Indian Stores Department.

9. *Method of comparing prices.*—In all cases in which the selection of the source of supply depends upon comparison of prices, the procedure to be adopted for such a comparison is as follows :—

(1) Simultaneous quotations should be called for in India and England on a fixed date.

(2) In the case of important contracts, the price ruling in the English market should be ascertained by telegraphic reference to the India Store Department, London.

(3) In cases where the necessary information as to prices in England is not available the purchase in India shall be subject to the condition that the price is reasonable.

(4) In order to arrive at the market value of the articles for which quotations from England have been received, the following charges should be included :—

(a) Packing and freight	11 per cent.
(b) Insurance and English charges	
(c) Landing, wharfage and port charges	
(d) Cost of carriage to the stationery office from port ..	
(e) Customs duty as per tariff	

10. *Tests.*—Articles purchased in India which should be tested are liable to the specification laid down from time to time by the Superintendent, Government Printing and Stationery, and should be required to pass the test prescribed for such articles.

11. *Powers and financial limits of purchase in respect of stationery articles.*—Financial limits to which the Superintendent, Government Printing and Stationery, is empowered to purchase stationery articles :—

Rs. 1,000 in the case of English manufactured articles.

Rs. 2,000 in the case of an Indian manufactured article.

N.B.—The financial limit of Rs. 1,000 for purchasing English manufactured articles has, however, been temporarily withdrawn (*vide* Government Memorandum, General Department, No. 405/33/C (*b*), dated 7th August 1937) with instructions to submit in future all proposals for the purchase of non-Indian articles of stationery and stores (including those which the Superintendent, Government Printing and Stationery, is at present authorised to purchase) for the orders of Government with such detailed information as is now supplied in the case of the purchase of paper and other articles of stationery.

No other officer is empowered to purchase any article of stationery which are stocked and supplied by the stationery office, without the sanction of Government, in the administsative department.

12. *Power to sanction departure from the rules.*—The Government of Bombay have full powers to sanction departure from these rules.

CLASSIFICATION OF SCHEDULE.

A. Stationery Stores.

Paper of all kinds including printing, writing, drawing, blotting, cartridge, duplicating, typewriting, tracing, tissue, packing, sectional, Ferro-prussiate, carbon, oiled, waxed stencil, etc. :—

Boards—Card, mill, paste, pulp or straw.

Parchment and Vellum (immitation or real).

Binding materials—Leather, immitation leather, cloth, buckrum, gold-leaf, needles, thread (linen, cotton or wire) and drawing materials including pencils, writing pens, pen-nibs, reeds, quills, ink, ink-powders, slate pencils, crayons, chalks, erasers (steel or rubber)—inkstands, ink-pots, rulers, paint brushes, water colours, colour boxes, saucers for colours, slabs, ruling paste, tracing cloth, Ferro-gallic linen.

Envelopes of all descriptions.

Miscellaneous.—Books (blank, note, reporters, etc.) pads, (writing or blotting) tags, tape, twine, sealing wax, glue, gum, paste, pin-cushions, paper fastetners, paper cutters, cloth tracing in rolls etc.

Packing cases and other packing materials (for stationery office and for printing presses only).

B. Office Machinery and Appliances.

Typewriters and accessories including ribbons.

Duplicators (flat and Rotary).

Calculating machines.

Numbering and dating machines.

Miscellaneous office requisites, i.e. letter scales, pinning and stapling stools, office cutlery.

Rubber stamps, metal seals etc.

Card index system and cabinets.

C. Printing Stores.

Printing machinery of all description including machines for composition, lithography, bindery, embossing, type-casting etc. and accessories.

Printing furniture, including composing frames, and cases, galleys, chases, quoins, reglets, leads, rules etc.

Type and type metal, and metal for conversion into type metal.

Ink printing and lithographic.

Press and ruling machine blankets.

Glue, glucose, glycerine, and other chemicals for printing.

Government Resolution, General Department, No. 356, dated 4th March 1941. Amendments to rules regulating the purchase of stores.

Resolution.—Government is pleased to direct that the following amdnements shall be made in the rules for the purchase of stores, appended to Government Resolution, Political Department, No. 6826, dated 24th March 1931, which shall remain in force till the duration of the War.

Rule 7A.—The purchasing officer shall obtain by indent on the India Store Department, London, all articles not produced in India and required to be purchased for the public service, stocks of which are not available in the country or could not be made available in the country or could not be made available within the time such articles are required to be brought into service.

In all such cases the purchasing officer shall, before forwarding the indent, place on record his reasons for not effecting the purchase in accordance with the preceding rules and also sign on the indent a certificate in the following form :—

"I certify that from enquiries made I am satisfied that the article or articles included in this indent is or are not at present available in stock in India and cannot be made available within the time such articles are required to be brought into service."